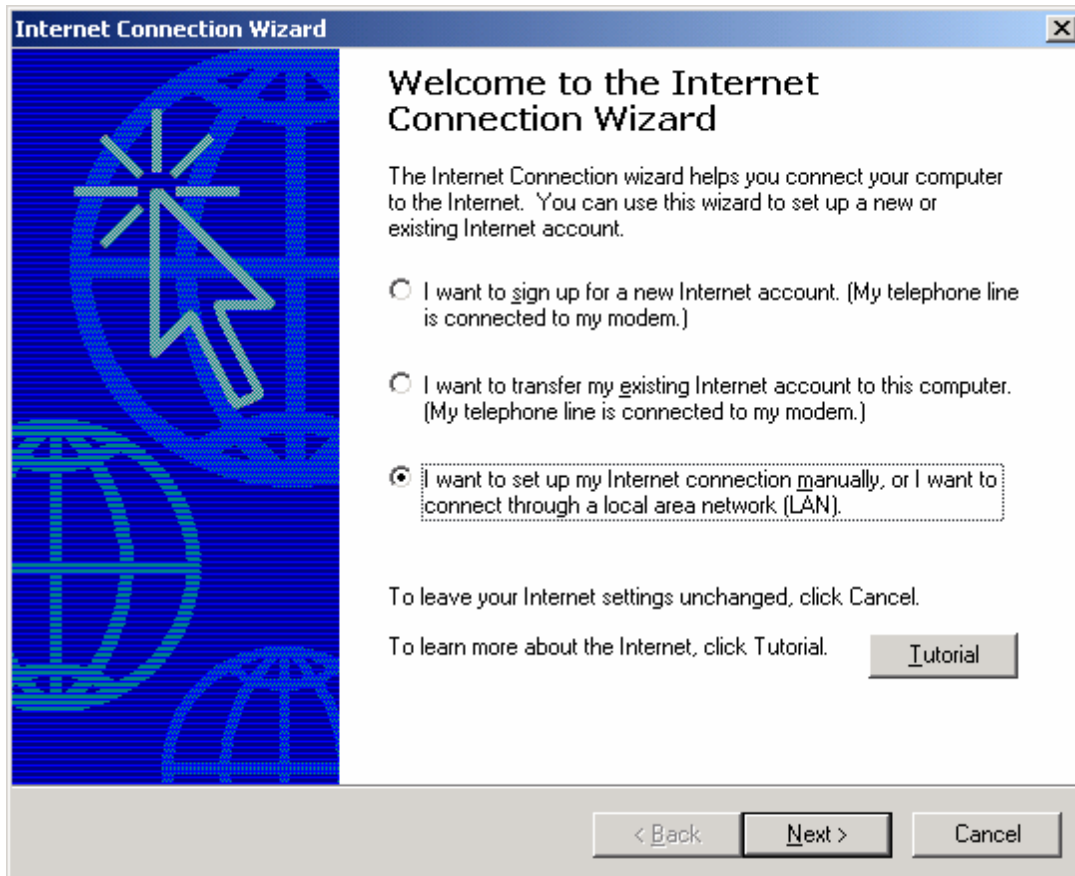


Email Outlook client setup

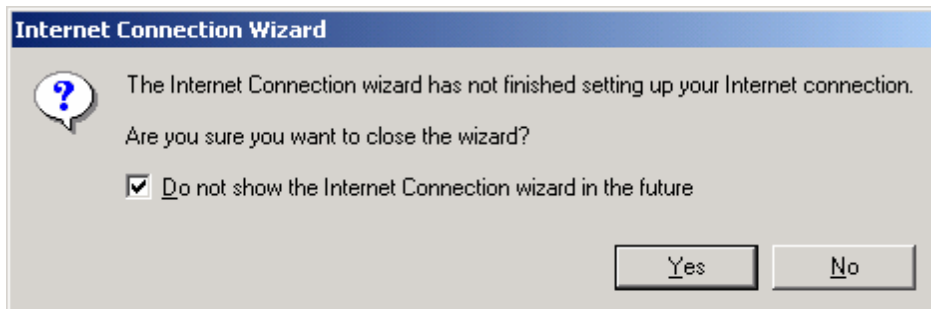
This document contains instructions for setting up Microsoft Outlook to access NMFS Mail and Directory servers.

Start outlook express.

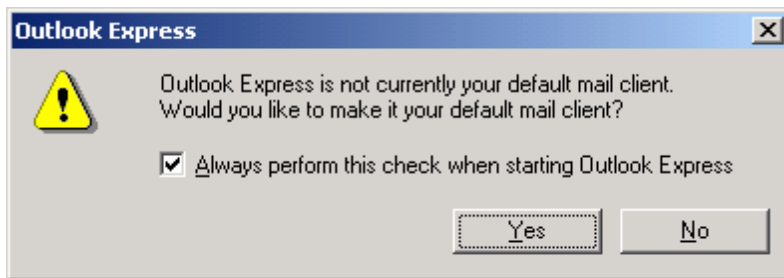
Cancel the internet connection wizard if necessary.



Select Yes.



Select Yes.



Enter Your Name as you want it to appear in the from box on messages you send.

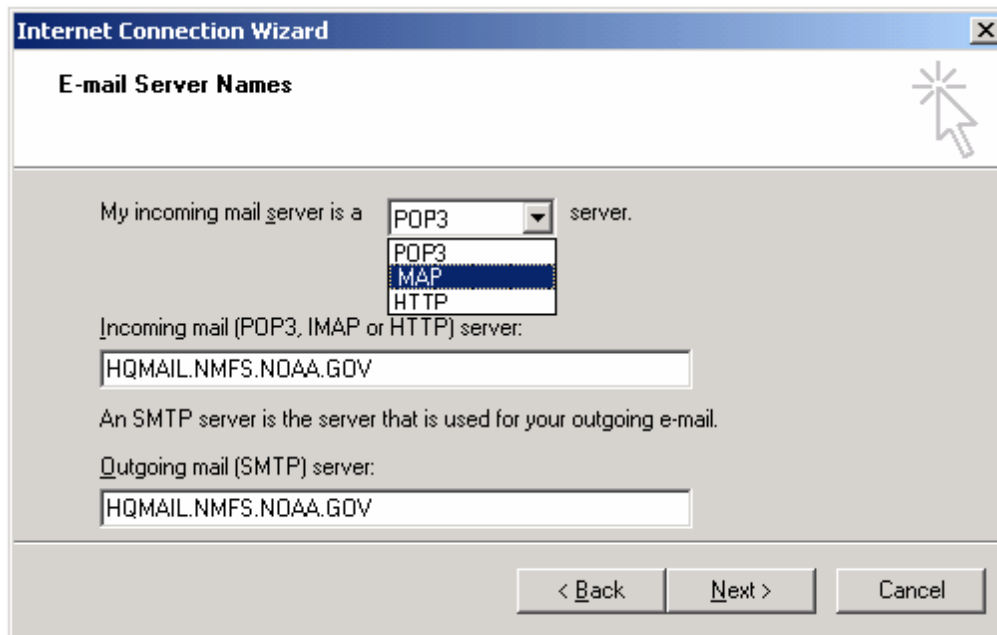
A screenshot of the "Internet Connection Wizard" window, titled "Your Name". In the top right corner is a mouse cursor icon with a starburst. The main text says: "When you send e-mail, your name will appear in the From field of the outgoing message. Type your name as you would like it to appear." Below this is a text input field labeled "Display name:" containing the text "Loyd Darby". Underneath the field is the example text "For example: John Smith". At the bottom are three buttons: "< Back", "Next >", and "Cancel".

Select the first option and enter your address.

A screenshot of the "Internet Connection Wizard" window, titled "Internet E-mail Address". In the top right corner is a mouse cursor icon with a starburst. The main text says: "Your e-mail address is the address other people use to send e-mail messages to you." There are two radio button options. The first option, "I already have an e-mail address that I'd like to use.", is selected. Below it is a text input field labeled "E-mail address:" containing the text "loyd.darby@noaa.gov". Underneath the field is the example text "For example: someone@microsoft.com". The second option, "I'd like to sign up for a new account from:", is unselected. Below it is a dropdown menu showing "Hotmail". At the bottom are three buttons: "< Back", "Next >", and "Cancel".

Very important! Select IMAP from the drop down list.

Enter HQMAIL.NMFS.NOAA.GOV in both server boxes. Case does not matter here.



The screenshot shows the 'Internet Connection Wizard' window with the 'E-mail Server Names' tab selected. The window has a blue title bar and a close button in the top right corner. A mouse cursor is pointing at the close button. The main content area is light gray. It contains the following elements: a label 'My incoming mail server is a' followed by a dropdown menu showing 'POP3' (with a list of 'POP3', 'IMAP', and 'HTTP' visible) and the word 'server.'; a label 'Incoming mail (POP3, IMAP or HTTP) server:' followed by a text box containing 'HQMAIL.NMFS.NOAA.GOV'; a label 'An SMTP server is the server that is used for your outgoing e-mail.'; a label 'Outgoing mail (SMTP) server:' followed by a text box containing 'HQMAIL.NMFS.NOAA.GOV'; and three buttons at the bottom: '< Back', 'Next >', and 'Cancel'.

Internet Connection Wizard

E-mail Server Names

My incoming mail server is a **POP3** server.

Incoming mail (POP3, IMAP or HTTP) server:
HQMAIL.NMFS.NOAA.GOV

An SMTP server is the server that is used for your outgoing e-mail.

Outgoing mail (SMTP) server:
HQMAIL.NMFS.NOAA.GOV

< Back Next > Cancel

Un-check the box that says remember my password.



The screenshot shows the 'Internet Connection Wizard' window with the 'Internet Mail Logon' tab selected. The window has a blue title bar and a close button in the top right corner. A mouse cursor is pointing at the close button. The main content area is light gray. It contains the following elements: a label 'Type the account name and password your Internet service provider has given you.'; a label 'Account name:' followed by a text box containing 'loyd.darby'; a label 'Password:' followed by an empty text box; a checkbox labeled 'Remember password' which is currently unchecked; and three buttons at the bottom: '< Back', 'Next >', and 'Cancel'.

Internet Connection Wizard

Internet Mail Logon

Type the account name and password your Internet service provider has given you.

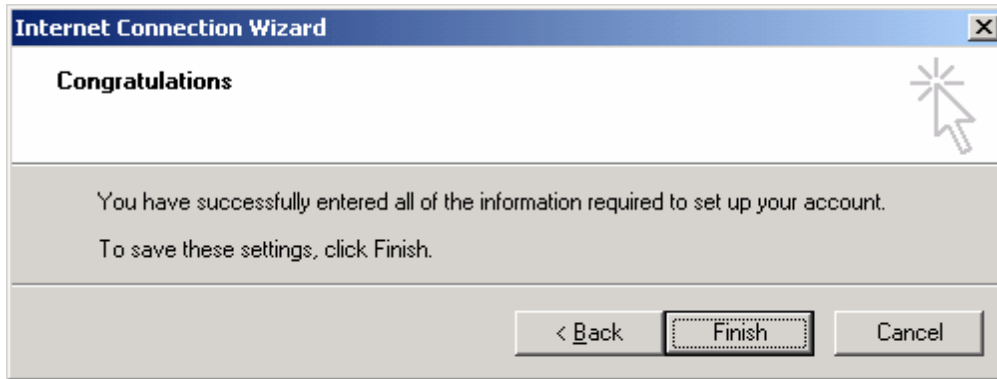
Account name: loyd.darby

Password:

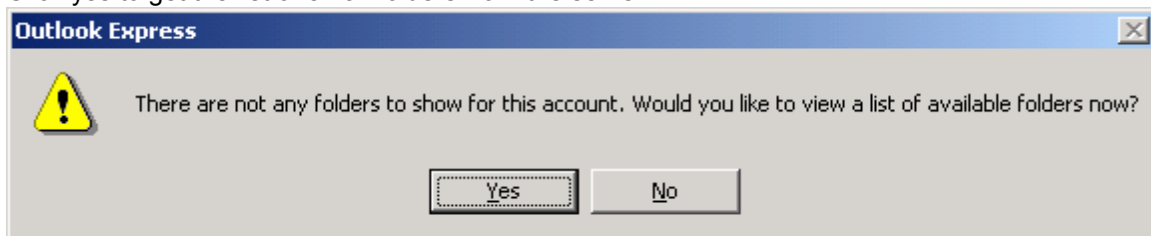
☐ Remember password

< Back Next > Cancel

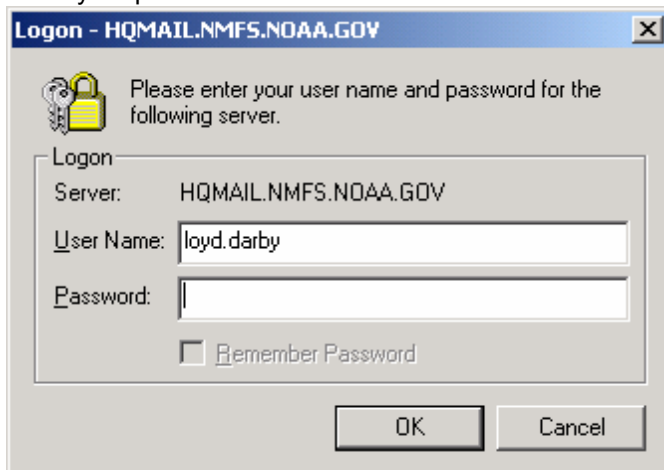
Click finish.



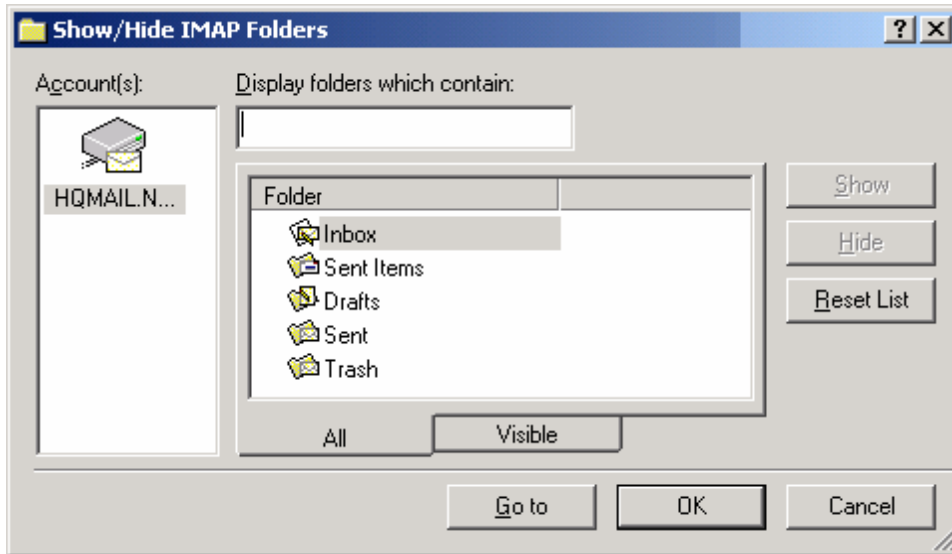
Click yes to get the list of email folders from the server.



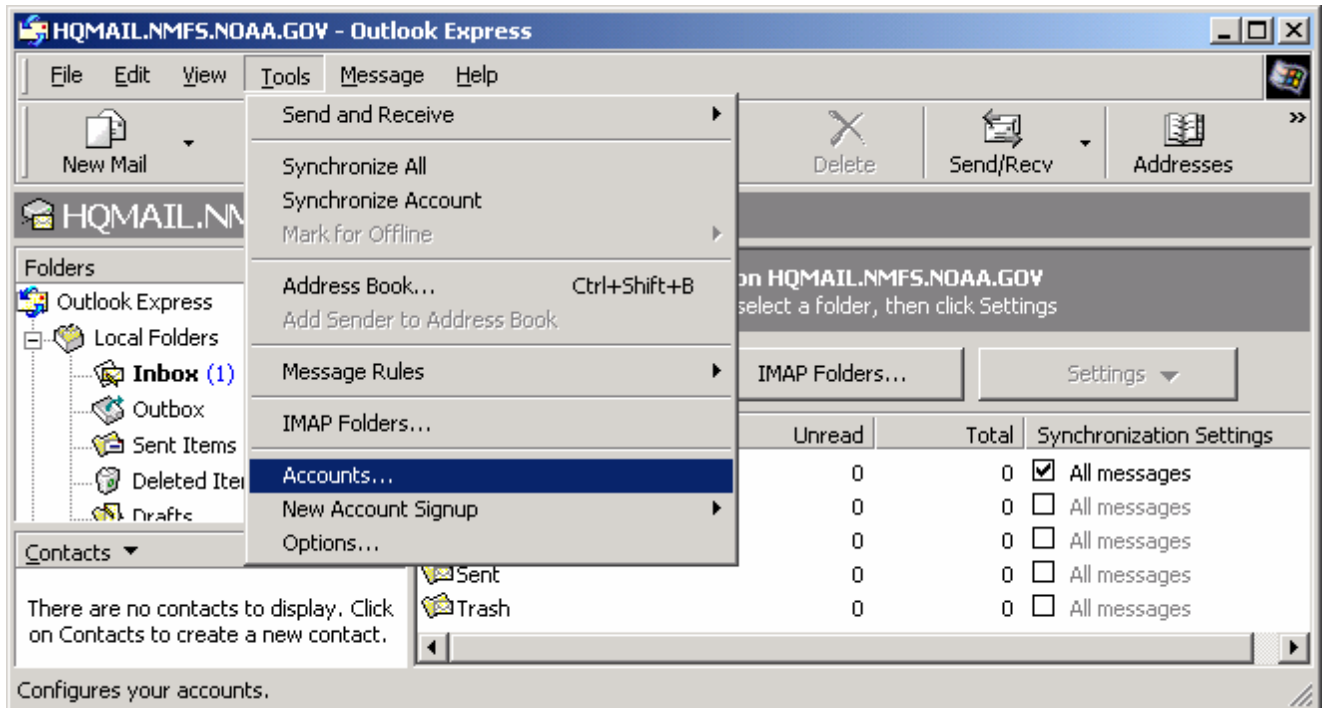
Enter your password.



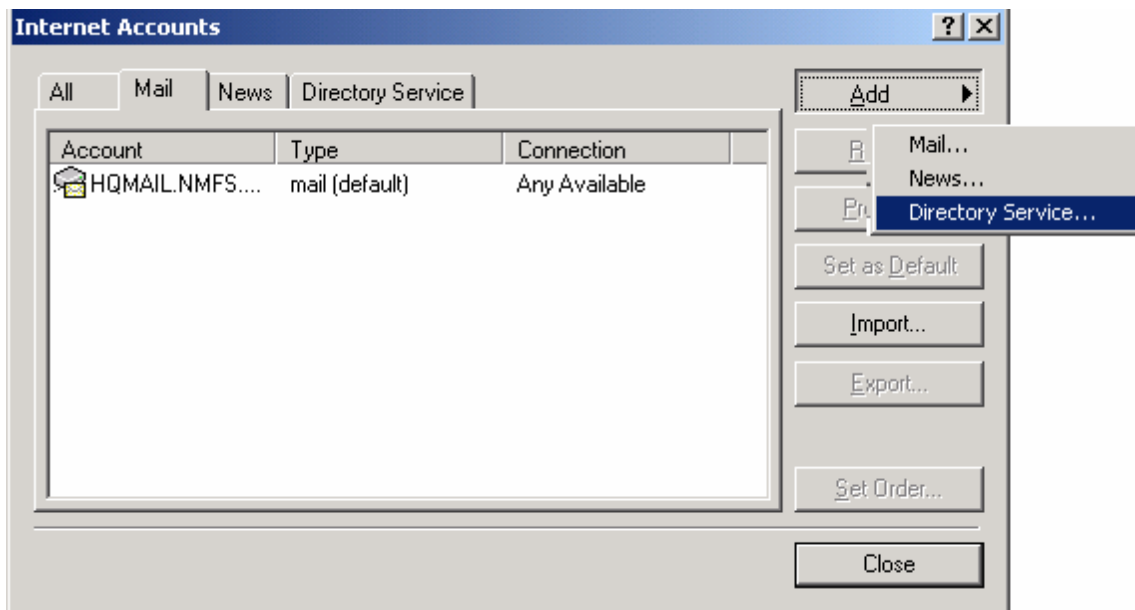
Select OK to close the Imap folder list when it is finished.



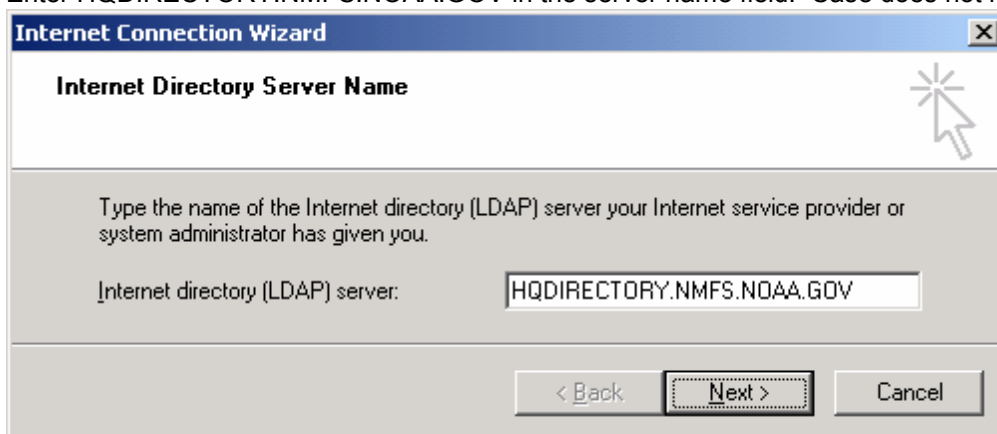
Outlook express will now have two sub-folders in the folder list.
 one for local, and one for hqmail.
 Next you need to add the NOAA address book.
 Start by selecting Tools, accounts.



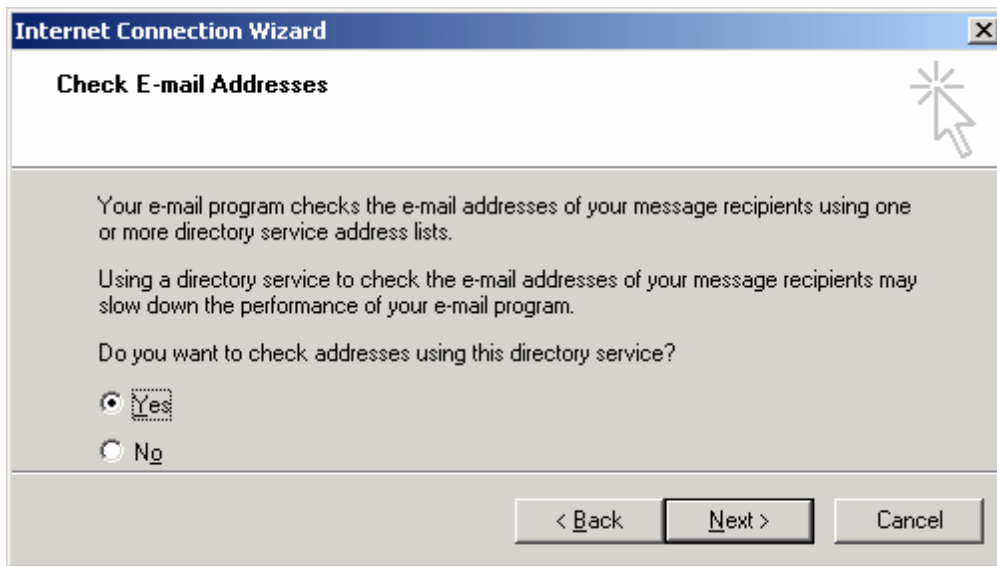
Select Add, Directory Service.



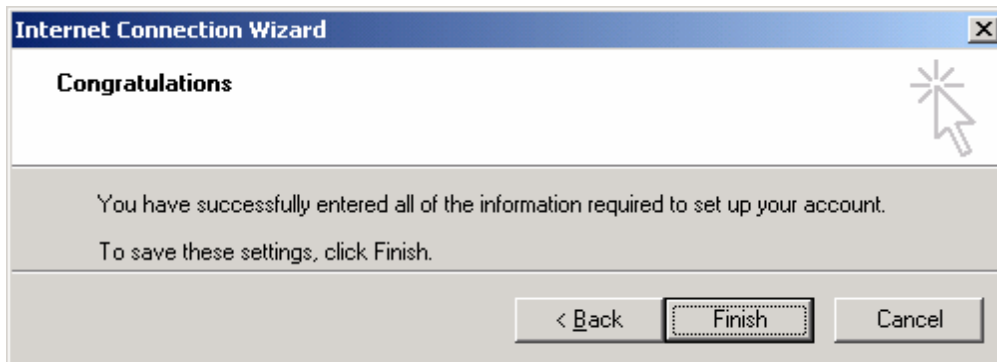
Enter HQDIRECTORY.NMFS.NOAA.GOV in the server name field. Case does not matter here.



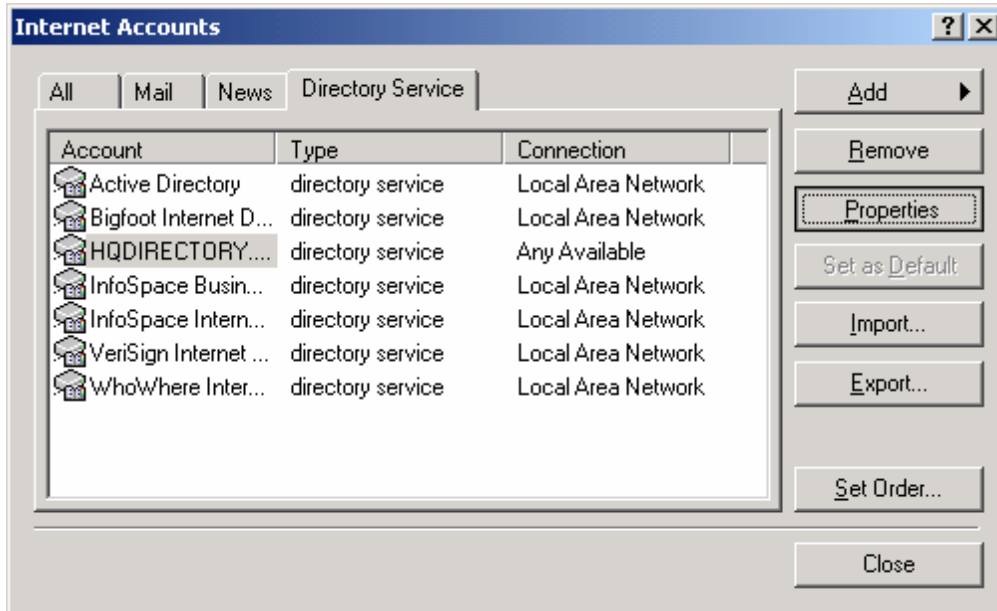
Select Yes to have you addresses checked when you send a message.



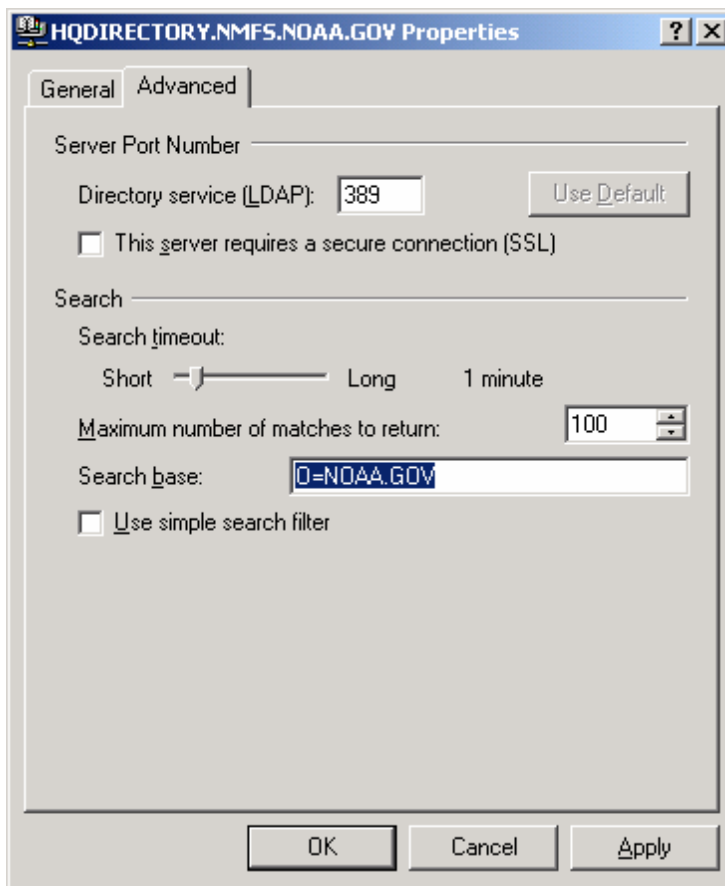
Select finish.



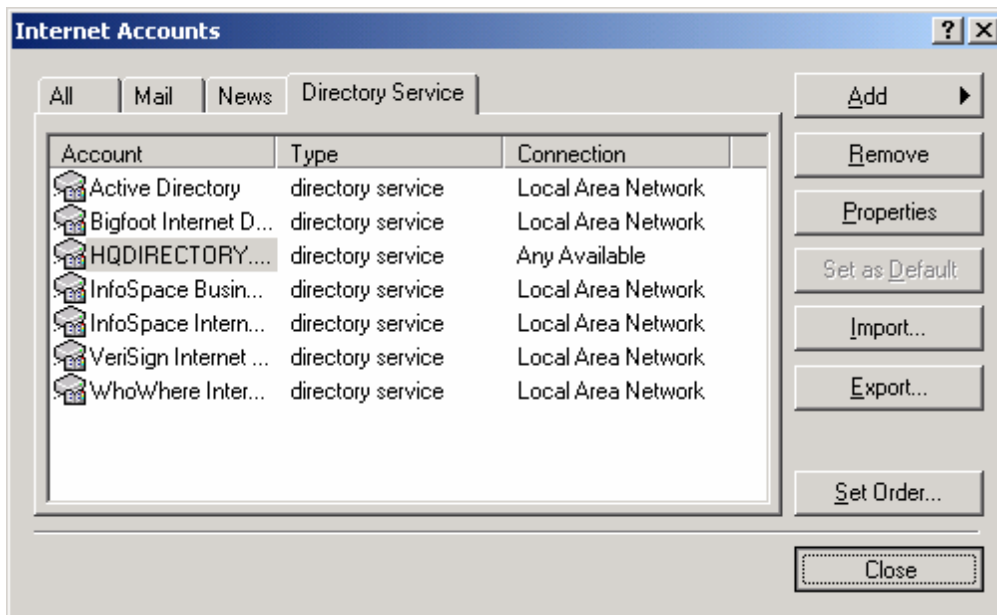
Select the properties of hqdirectory.



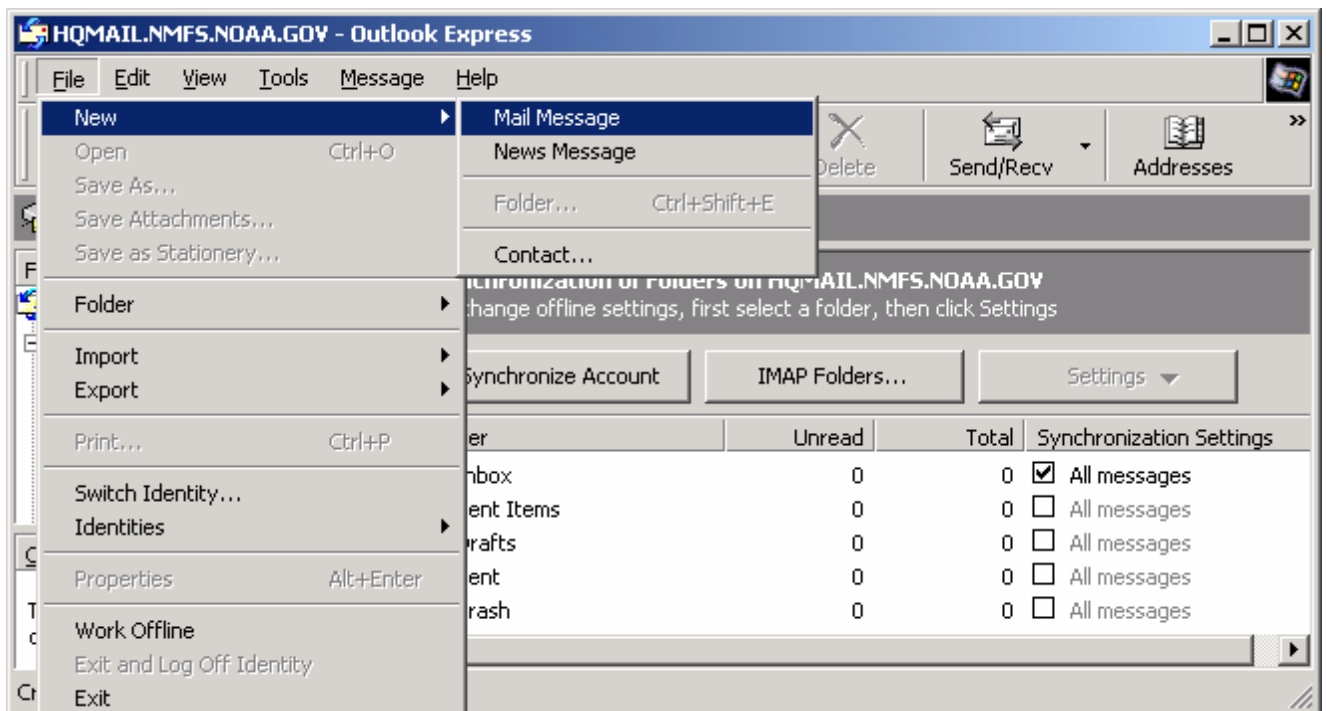
Enter o=noaa.gov . The leading character is the letter and not zero. Case does not matter here.



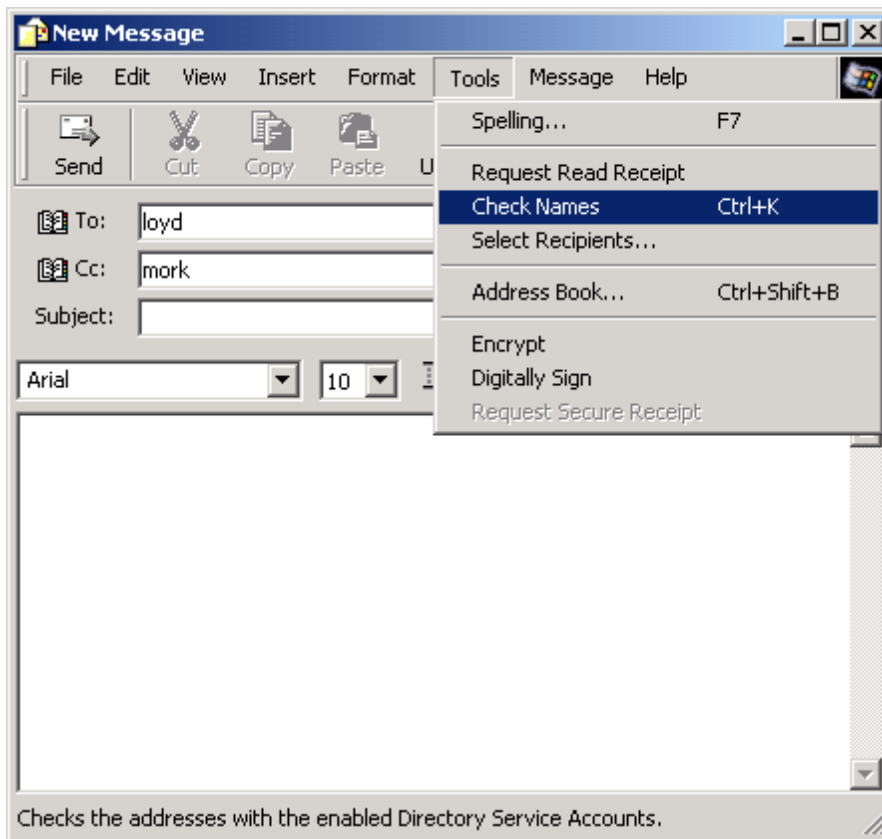
Close the accounts window.



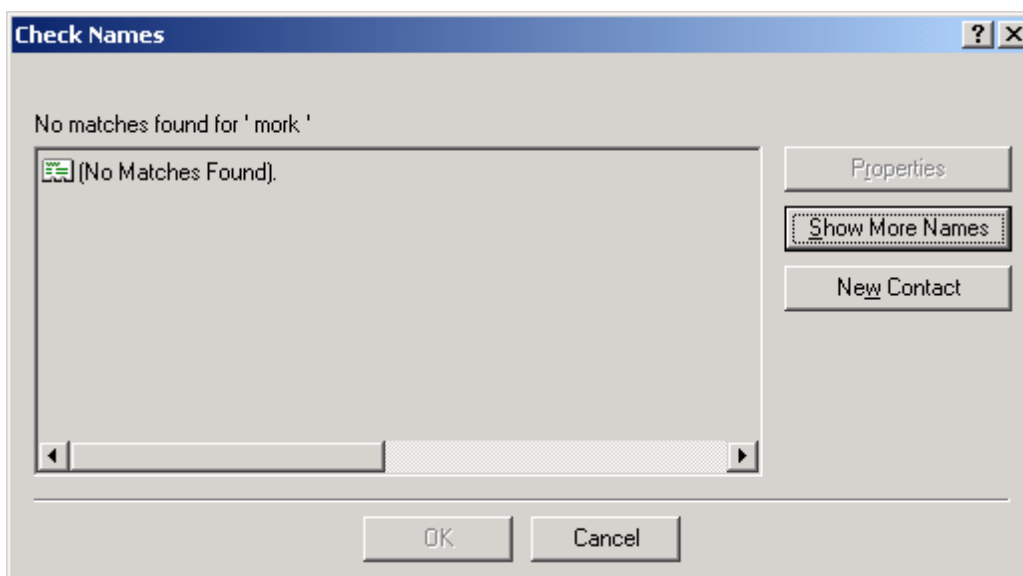
Create a new message to yourself, to test your connections.



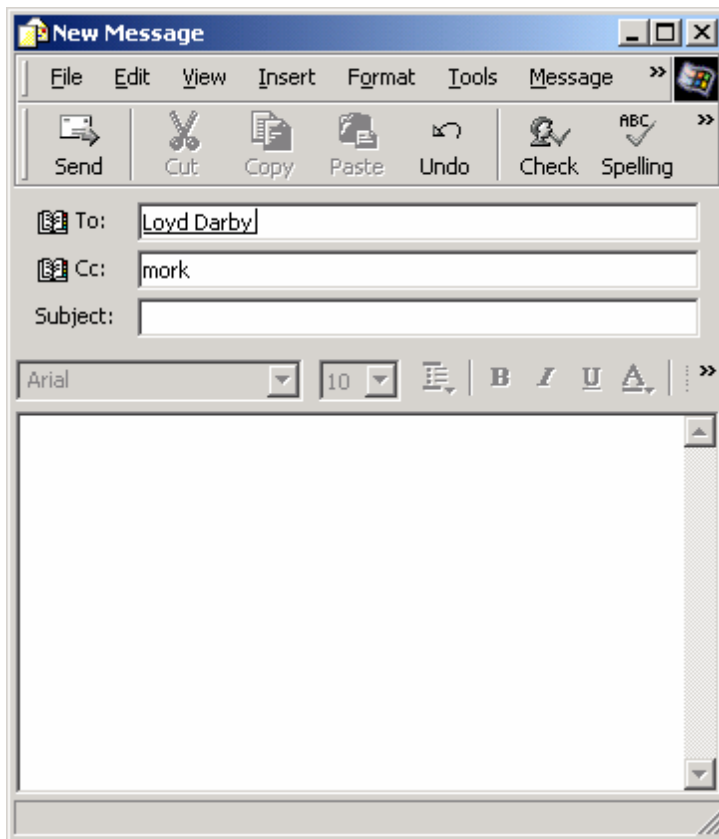
Enter some names and verify directory service is working. The names are not validated until you send the message or execute the check names function.



Invalid names return error. Select Cancel to delete the recipient, show more names to change the entry you have made.



Underlined names have been validated.



Send the message to yourself to verify that you can both send and receive mail.